

DESCRIPTION OF SERVICES

The County Administrator is the Chief Administrative Officer of the County and the James City Service Authority. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. The County Administrator acts as Clerk to the Board and is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, develop an annual budget, generally guide the work of County employees, and ensure that the affairs of the County are conducted in an effective and responsible manner. Also in this budget is the Capital Projects Administrator.

BUDGET SUMMARY

	FY 98 Budget	FY 99 Budget	FY 00 Budget
Personnel	\$ 330,950	\$ 343,094	\$ 359,736
Operating	18,304	28,816	35,094
Capital	2,250	2,150	15,150
Total	\$ <u>351,504</u>	\$ <u>374,060</u>	\$ <u>409,980</u>

PERSONNEL

Full-time Personnel	4	4	4
Part-time Personnel	1	1	1

BUDGET COMMENTS

Budget expenditures provide for a continuation of services. Operating expenditures are projected to increase based on actual levels for FY 1998. Additional funds are included in support of the Quality Community Initiative which focuses on collaboration between service providers to improve the quality of life in neighborhoods.